

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

900 - OFFICE OF THE STATE EPIDEMIOLOGIST											
1.1.007	4672	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X		
1.1.008	4743	GENERAL CORRESPONDENCE	1		1	O		O		ELECTRONIC, PAPER	
1.1.024	4747	PLANS AND PLANNING RECORDS	AC+3		AC+3	O	R	O		PAPER, ELECTRONIC. AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS	
1.1.040	4744	SPEECHES & PAPERS	2		2	O	R	P			
1.1.058	4748	MEETING AGENDA AND MINUTES	PM		PM	O	A	O		PAPER, ELECTRONIC. BIOTERRORISM COMMITTEE; HOSPITAL REPRESENTATIVES BIOTERRORISM COMMITTEE; COUNTY/STATE BIOTERRORISM COMMITTEE.	
1.1.065	1741	REPORTS AND STUDIES (NON-FISCAL) - RAW DATA	AV		AV	O		P			
1.1.067	795	REPORTS AND STUDIES (NON-FISCAL)	3		3	O		P			
3.1.001	1753	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2	O		P			
3.1.014	1733	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		
3.1.019	808	PERFORMANCE JOURNALS	2		2	O		P			
3.1.022	4591	PERSONNEL INFORMATION OR ACTION FORMS	2		2	O		O		PAPER, ELECTRONIC, INCLUDES MERIT RAISE, PROMOTION, RECLASSIFICATION.	
3.1.023	764	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		O	X	PAPER, ELECTRONIC	
3.2.002	1738	EMPLOYEE EARNINGS RECORDS (INCLUDES PAYROLL WARRANT LISTING AND PAYROLL AFFIDAVIT)	4		4	O		O	X	PAPER, COMPUTER PRINT-OUT.	
3.3.023	5034	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES, TRAVEL, TUITION ASSISTANCE, ETC.	FE+3		FE+3	O		O		PAPER, ELECTRONIC	
3.4.007	1737	DAILY ABSENCE REPORTS; TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC.	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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4.5.005	4736	EXTERNAL FISCAL REPORTS	FE+3	FE+3	O	P		
4.7.008	1743	FEDERAL GRANT RECORDS - HRSA HOSPITAL GRANT	AC+3	AC+3	O	O	X	ELECTRONIC, PAPER. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
4.7.008	4737	FEDERAL GRANT RECORDS - CDC PUBLIC HEALTH PREPAREDNESS GRANT	AC+3	AC+3	O	O	X	ELECTRONIC, PAPER. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
4.7.008	4866	FEDERAL GRANT RECORDS - ASTHMA GRANT	AC+3	AC+3	O	O	X	ELECTRONIC, PAPER. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENT TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).
5.3	4745	PROCUREMENT CARD SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P		

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